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[REDACTED]
Assistant Director (Personnel)

DEC 19 1952

Progress Report on NSC 50

Attached hereto is the Personnel Office Progress Report for calendar year, 1952, submitted in accordance with your memorandum dated 15 December 1952. As requested, we have held to the limitation of one page.

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Attachment

RPS/[REDACTED] lmt (18 December 1952)

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PERSONNEL

1. In the area of personnel administration, 1952 has seen marked progress in the strengthening of the career service concept throughout the Agency. "Career Service Boards" have been activated in the various offices, and a CIA Career Service Board composed of top Agency officials has been established to coordinate career service activities on an Agency-wide basis. Specialized boards and panels subordinate to the Agency board have also been activated or soon will be activated.

2. The past year also saw the Agency become fairly well stabilized in its staffing. With the leveling off process came a change in emphasis in the personnel program. While personnel procurement will be limited largely to replacement of attrition, the emphasis has naturally swung to a well-rounded personnel program. Steps in this direction in 1952 were: the continuing improvement and simplification of personnel procedures; the beginning of the development of a detailed personnel manual; the completion of the codification of the qualifications of all Agency employees and applicants for Agency employment; improved personnel reporting procedures; and increased emphasis on in-service placement and personnel relations activities. A system of personnel evaluation was initiated with the great assistance of the Office of Training.

3. Calendar year 1952 also saw a beginning to the implementation of the policy of decentralizing certain administrative activities, including personnel operations. As might be expected, the Personnel Office was chiefly responsible for assisting in the activation of the Far East Administrative Command (FEAC), and will have a continuing responsibility for assisting with the activation of similar missions and furnishing continued support once they are activated. In order to determine the effectiveness of the classification program for the field, a team of analysts visited one overseas group and conducted a comprehensive survey of a type which is contemplated for all overseas areas.

4. During the coming year, the Personnel Office expects considerable activity in redistribution or reassignment of overseas personnel resulting from changed or modified missions.

5. The Personnel Office is now responsible for the special contracting function and increased service to overseas travelers.

6. The CIA Personnel Office continued during 1952 to furnish administrative support to personnel of the National Security Council.

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PERSONNEL

1. In the area of personnel administration, 1952 has seen marked progress in the strengthening of the career service concept throughout the Agency. "Career Service Boards" have been activated in the various offices, and a CIA Career Service Board composed of top Agency officials has been established to coordinate career service activities on an Agency-wide basis. ~~The following~~ Specialized boards ^{and panels} subordinate to the Agency board, have also been activated or soon will be activated. ~~Hazardous Duty Board, Honor Awards Board, and Professional Selection Panel. The functions of these boards are suggested by the names that have been given.~~

2. The past year also saw the Agency become fairly well stabilized in its staffing. With the leveling off process came a change in emphasis in the personnel program. While personnel procurement ^{will be largely limited to replacement of attrition,} ~~is still a very~~ important function of the Personnel Office, the emphasis ^{has naturally swung to} ~~is now more on~~ a well-rounded personnel program. Steps in this direction in 1952 were: the continuing improvement and simplification ^{of} ~~in~~ personnel procedures; ~~the~~ beginning of the development of ^a detailed personnel manual; the completion of the codification of the qualifications of all Agency employees and applicants for Agency employment; improved personnel reporting procedures; and increased emphasis on in-service placement and personnel relations activities. ^{A system of personnel evaluation was initiated with the great assistance of the Office of Training.}

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chiefly responsible for assisting in the activation of the Far East Administrative Command (FEAC), and will have a continuing responsibility for assisting ^{with} the activation of similar missions and furnishing continued support once they are activated. ~~In this connection, the Personnel Office dispatched a team of classification specialists to Europe to survey all positions in the German Mission.~~

6. The CIA Personnel Office continued during 1952 to furnish administrative support to ^{PERSONNEL} the employees of the National Security Council.

In order to determine the effectiveness of the classification program for the field, a team of analysts visited one overseas group and conducted a comprehensive survey of ^a type which ^{is} contemplated for all overseas areas.

4. During the coming year, the Personnel Office expects considerable activity in redistribution or reassignment of overseas personnel resulting from changed or modified missions.

5. The Personnel Office is now responsible for the special Contracting function and increased service to overseas travelers. ~~During the year a system of personnel evaluation was instituted with the great assistance of the Office of Training.~~

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